

**University Staff Assembly
MEETING MINUTES
Tuesday, April 17, 2007
(Sac Hall 275)**

In Attendance: Madonna Barlow, Evelyn Bradley-Owens, Julie Carroll, Roberta Fleet, Shari Gonzales, Georgina Hansen-Stevenson, Heather Mummaw, Lynne Onitsuka, Arianne Pancallo, Carlyn Pollock, Liz Redmond, Rolly Robinson, Nicole Rogers, Stacy Sinz- alternate, Leah Spratt, Janett Torset, Katie Walker, Lori Wisheropp

Absent: Kristin Abundis, Jon Payne, Tonya Stanger

Meeting started at 12:10 PM.

1) President's Report – Shari Gonzales

Bylaws: Shari passed out handouts outlining the proposed changes in the bylaws. These changes were then read aloud in the meeting. Discussion followed regarding the proposed changes, especially Article III subsection F, specifying that “nominees for President shall have served as a USA representative or on the USA Executive Board within the past five (5) years.” It was agreed that the wording be changed to “It is preferred that nominees for President shall have served as a USA representative or on the USA Executive Board within the past five (5) years.” Shari will resubmit the proposed change to Human Resources for approval. Shari suggested that we will table the changes to subsection F for the time being. Shari requested that if anyone found any glaring changes that should be reworded to email her and that we would vote on the remaining changes at the next meeting. It was agreed that in the future parties interested in serving on USA will attend a mandatory workshop prior to elections to be informed of job duties and expectations. This policy will be implemented in Spring 2008. Methods to increase volunteerism within USA and to positively promote the group were discussed. Various ideas included that we send new employees postcards part way through the semester welcoming them to campus and explaining what USA does. A slideshow on a loop to be played during the Winter Social and the Awards Luncheon was also discussed.

Elections: Shari reported that there are currently two committees with no nominees, Faculty Policies and Academic Student Subcommittee. At this point there are no nominees for either President or Secretary, the deadline for submission of nominees has been extended to April 25, 2007. Elections will be held in May.

2) Treasurer's Report: Nicole Rogers reported that the USA Discretionary Fund which is used to pay for USA lunches has a current balance of \$5,580. The General Fund will be utilized primarily for Spring Picnic expenses such as table and chair rentals, flyers, tickets, and postage. She is currently balancing the Fundraising Account. She has also submitted all the appropriate paperwork to Office Max so that we can begin using this supplier for USA expenses.

3) Spring Picnic: Nicole stated that we received a \$10,000 grant to be used to offset expenses associated with the Spring Picnic. Stacy Sinz will create a save the date flyer to be distributed to constituents. Lori Wisheropp requested that she receive a copy of the flyer prior to distribution to post to the website. The entertainment has been confirmed, Walking the Dawg will be performing during the picnic. Tickets will be available between May 4th and May 18th and may be picked up from your USA representative. Non-staff will be charged \$10 a ticket, children five and under will be free. The venue has been moved to the Main Quad this year. Heather Mummaw will distribute a list of business and individuals that she has already contacted to donate prizes. She has copies of standard letters that USA uses to request donations that she will make available to anyone wishing to contact an individual or organization. We will accept all donations for prizes.

4) **Events & Happenings Calendar:** Carlyn reported that the development of the calendar is in progress and should be available for postings in time for Fall 2007. Madonna Barlow stated that a link from the Human Resources page to the calendar would direct more people to the site.

5) **Other Business:**

USA Website: Lori Wisheropp expressed concern that not enough people are accessing information through the USA website. We discussed various methods of getting people in the habit of checking the website regularly such as directing them to the website for events such as the Winter Social and Spring Picnic rather than providing a flyer via email.

Meeting Adjourned at 1:03 PM

Minutes Submitted by Julie Carroll, Secretary